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ABSTRACT

This agreement between the Kalamazoo Valley Community College Board of Trustees and the Kalamazoo Valley Community College Faculty Association covers the period 1971-1973. Articles cover recognition, responsibilities and privileges of association, employment conditions, working conditions, professional compensation, grievance procedure, and other provisions. Appendices include instructional strategies, assignment units, and a grievance procedure form. (MJM)

ED 086127

Kalamazoo Valley Community College Michigan, NEA, 2 year

A G R E E M E N T

between the

KALAMAZOO VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES

and the

KALAMAZOO VALLEY COMMUNITY COLLEGE
FACULTY ASSOCIATION

INCLUDING AMENDED ARTICLE V DATED 9/12/72

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1971 - 1973

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INTRODUCTION

WHEREAS, the Trustees of Kalamazoo Valley Community College and the members of the Kalamazoo Valley Community College Faculty Association recognize that providing a broad program of quality educational service to the community is the basic goal of the institution of which each is a vital part, and

WHEREAS, each of these parties recognize that growth and development of the College can properly take place only in an atmosphere of mutual trust and of deep and abiding concern for the well-being of the Kalamazoo Valley Community College students, and

WHEREAS, each of these parties recognize that the Faculty, the Trustees, the Students and the Community are all vital parts of a meaningful educational process in which each must contribute to the fullest and in which each has responsibilities and concerns, and

WHEREAS, it is recognized that the full potential of Kalamazoo Valley Community College can be achieved only by adoption and implementation of policies, practices and procedures which support a climate in which all concerned can be imaginative, dedicated contributors to the total educational process, in which change can be brought about in an orderly manner and in which there are open channels of communication and deep commitment to the student-centered purposes and goals of the College,

NOW, THEREFORE, BE IT RESOLVED, that the Kalamazoo Valley Community College Board of Trustees and the Kalamazoo Valley Community College Faculty mutually agree to support the statements hereinafter contained in this Agreement and to recognize the Kalamazoo Valley Community College Faculty Handbook as supplementary to this Agreement in providing policy, practice and procedure information, and

BE IT FURTHER UNDERSTOOD, that the Kalamazoo Valley Community College Faculty Handbook shall be modified only in the manner and in accordance with the procedure set forth in the Handbook.

ARTICLE I: RECOGNITION

A. The Board of Trustees of Kalamazoo Valley Community College, hereinafter referred to as the Board, recognizes the Kalamazoo Valley Community College Faculty Association, hereinafter referred to as the Association, as the collective bargaining agent for all members of the Kalamazoo Valley Community College full-time, ten-month, instructional Faculty, exclusive of Division Chairmen; the counselors, excluding the Director of Counseling; and the librarians, excluding the Director of Library Services, in matters of professional compensation, benefits and working conditions. The more general term "Faculty" shall hereinafter refer to all full-time professional staff members of the College inclusive of Association members.

B. This Agreement shall supersede any existing rules, regulations, or practices of the Board or the Administration which shall be contrary to or inconsistent with its terms. No changes shall be made in this Agreement except after good faith negotiation and agreement between the Board and the Association.

C. The Association recognizes that the Board has the responsibility and the authority to manage, supervise, and direct in behalf of the public all of the operations and activities of the College to the full extent authorized by law.

ARTICLE II: RESPONSIBILITIES AND PRIVILEGES OF ASSOCIATION MEMBERS

A. Responsibilities and Privileges of Association Members

1. Association Participation
Association members will share, as equally as possible, the responsibility of sponsoring student groups, serving as chaperones, participating in registration, advising students, and working on divisional committees and projects. Further, Association members, as members of the Faculty, shall be involved in determining methods of instruction, the academic calendar, awarding of sabbatical leaves, selection of Division Chairmen, continuing appointments, and selection of new faculty in their teaching area. It is recommended that as many of these procedures as possible should involve dialogue and consensus on the part of Faculty directly concerned. Recommendations concerning the procedures for this involvement shall be made by the College Congress and, with the concurrence of the President, shall be placed in the Faculty Handbook.

2. Academic Freedom
Within the law, full freedom of inquiry and teaching shall be maintained and encouraged. The Faculty member is entitled to freedom in the classroom in discussing his subject; he may not, however, claim as his right the privilege of discussing in his classroom controversial matter which has no reasonable relation to his subject. Neither is it his right to proselytize. When the Faculty member speaks or writes as a citizen, he should not identify himself as an institutional spokesman and should remember that his special position in the

2. Academic Freedom, continued
community as a man of learning and as a member of the College Faculty imposes special obligations, and he should remember that the public may judge his profession and his College by his utterances.

3. Controversial Issues
   a. Questions treated in the classroom should come within the range of the knowledge, maturity and competence of students.
   b. Problems and issues selected for discussion and study should be current, significant, and of interest to students.
   c. There should be materials available on both sides of the issue which will yield a reasonable amount of data.
   d. The issues studied should require only that amount of time needed for a satisfactory study by the class.
   e. The topics selected for study should contribute to the major purpose of the course and curriculum.

4. Personnel File
   a. Each Association member shall have the right upon request to the President, or his designee, to see the contents of his own personnel file, the only exclusion being confidential employment credentials. This file shall include records of education, employment, and professional growth.
   b. The Association member shall be free to add to his own file any materials from a professional source he feels should be included in his personnel file.
   c. Materials shall be added to the file only after the Association member has been notified of such insertion. He will be given an opportunity to examine, sign, and copy these materials and will have an opportunity to reply in writing for insertion in his personnel file, if he so chooses.
   d. Only materials originating from a professional source shall be included in the Association member's personnel file. The Association member shall have a right to remove materials violative to this section and scandalous or libelous materials (1) by application to the Dean, by (2) mutual agreement between the Board and the Association, or (3) the courts.

B. Use of College Facilities

Association members shall be entitled to use such College facilities and equipment for Association business as they are entitled to use in the normal performance of their duties as Faculty members subject to availability.

C. Access to Information

The Board shall make available to the Association within a reasonable time after its request, such information as is granted by State statute to the Association concerning the College District. The Board shall not be required to compile information and statistics in a form not already available unless mutually agreed upon.

D. Deduction of Dues

Association members may elect to pay their local, MEA, and NEA membership dues through payroll deduction. An election must be submitted to the Business Office between September 1 and September 24, or within thirty (30) days of the beginning of their employment if their employment begins after September 1. The election shall be made by submitting an individually signed authorization to the Business Office stating the gross amount to be deducted. The actual deduction shall consist of equal semi-monthly installments beginning with the first pay period in October and ending with the last pay period in June. The total amount of dues deducted each pay period shall be made available to the Treasurer of the Association within fifteen calendar days after the end of each payroll period.

ARTICLE III: EMPLOYMENT CONDITIONS

A. Education and Experience Required

Preferred qualifications for initial appointment shall include a graduate degree, or its equivalent in experience related to the area of instruction.

B. Term Appointment

The term appointment initially offered to a new Faculty member shall be one of two types: A Type I term appointment of four (4) years applies to new Faculty members who have successfully completed less than three years of full-time teaching; and a Type II term appointment of three (3) years is effective for new Faculty members who have successfully completed three or more years of full-time teaching.

If his term appointment will not be renewed for the succeeding year, an Association member shall be notified in writing not later than March 15 in the first two years of a term appointment and not later than January 15 of each succeeding year. A Faculty member may be reappointed to not more than one additional, one-year contract after the end of the year in which a continuing appointment has been denied.

A continuing appointment shall be offered to a Faculty member at the end of a term appointment period if his professional performance as measured by the Professional Growth Plan during that period has been satisfactory.

Current members of the Faculty shall be identified by September 15, 1971 as having Type I or Type II term appointments. Those Association members appointed to the Faculty in September, 1968 having Type II term appointments shall be notified by January 15, 1972, whether or not a continuing appointment will be granted. If continuing appointment will be granted, it shall have immediate effect.

ARTICLE III: EMPLOYMENT CONDITIONS, continued

C. Evaluation and Professional Growth

1. Each new Faculty member is presumed to be a fully qualified teacher in his field and has the ability to grow professionally in his knowledge and teaching effectiveness. The Professional Growth Plan concept is endorsed as a constructive approach to reviewing past performance and planning future actions by both the College and by each Faculty member having a term appointment. The process is designed to guide the Faculty member's professional development and to aid in qualifying him for an eventual continuing appointment.

   Concerted and dedicated effort by the Division Chairmen and other appropriate professional personnel shall be made to assist Faculty members in their professional growth. Whenever it becomes apparent that the Faculty member is improving so slowly that it is doubtful whether he can gain the increased competency necessary for a continuing appointment, evaluation of teaching performance shall be used in determining whether or not to retain a Faculty member.

2. Professional growth planning is a process leading to continuing appointment for Association members at the end of the period of his term appointment, and shall have the following characteristics:

   a. New Faculty members must be thoroughly oriented by appropriate College personnel before the start of classes in their first year. That orientation should include a thorough review of the professional growth planning process.
   b. All of the professional growth plans prepared during his term appointment period for an Association member should be viewed as a process beginning with his initial appointment, with completion upon his appointment as a continuing appointment Faculty member. Recommendation for continuing appointment must be based upon those factors identified in the professional growth planning process, and be an integral part of those factors. Each professional growth plan must present to the Association member in writing any specific areas which are judged to need strengthening or actions appropriate for further growth toward continuing appointment. Student evaluations must be a part of the professional growth plan in relation to teaching effectiveness. Peer evaluations concerning College contributions must be a part of the professional growth plan at least during the year that the decision is made on continuing appointment.
   c. The review of past performance should be made in relation to recommended actions in the preceding review or on performance since the time of the first appointment rather than on qualifications and/or experience prior to the initial appointment or time of preceding review.
   d. Each term appointment Faculty member shall be evaluated at least twice during each school year, one of which shall be conducted according to the professional growth plan process as defined in

C. Evaluation and Professional Growth, continued

2. d. the Faculty Handbook. Copies of each evaluation and written progress reports which relate to the annual professional growth plan shall be provided to the Faculty member and discussed with him by the evaluator. If deficiencies are revealed in the evaluation, a suggested program of correction shall be worked out cooperatively with the Association member as part of the professional growth plan.

e. All monitoring or observation of the work performance of an Association member shall be conducted in cooperation with Association member involved.

f. Any complaints regarding a Faculty member made to the Administration by any parent, student or other person which are considered in evaluating a Faculty member's performance shall be promptly called to his attention.

3. It is recognized that periodic conference by a continuing appointment Faculty member with his Division Chairman or Dean concerning his performance contributes to his professional growth as well as to development of the College. At least once every two years a summary statement of growth, development and contributions to the College shall be prepared cooperatively by the Faculty member and the appropriate Dean, or his designee. A copy of the statement shall be given to the Faculty member and a copy shall be placed in his personnel file.

4. When the President or his representative arranges an interview with an Association member which may result in discharge, suspension or disciplinary action, the President and the Faculty members shall each have the right to request a representative of the Association or another party to be present. The Faculty member shall have the right to have written evidence in rebuttal placed in his record. He shall be given a written statement of the reasons for the proposed action in time to rectify the situation and upon request, be given another evaluation.

5. An Association member may be disciplined or reprimanded or deprived of professional rights or benefits only as the result just cause. Any disciplinary action or reprimand shall be subject to the professional grievance procedure as provided in this Agreement.

D. Continuing Appointment

1. Duration

After the satisfactory completion of the term period, the Association member shall be granted a continuing appointment which shall be in effect for an indefinite period and shall be terminated only due to program or budget curtailment, physical or mental incapacity, resignation, retirement, or for reasonable and just cause. Just cause shall consist of inadequate performance of duties, misconduct or gross violation of College policies. Proper notice in time to rectify the situation and full opportunity to be heard in accordance with the Termination for Cause statement in the Faculty Handbook will be given before the Association member is notified of a dismissal.

D. Continuing Appointment, continued

2. An Association member may discontinue his service with the Board prior to April 15 for the next academic year. After April 15, the Association member may discontinue his service only by mutual consent of the Board and Association member. Notice of dismissal from the College shall be given an Association member with a continuing appointment, not later than December 15, and shall be effective at the end of the current academic year.

E. Leaves of Absence, Request for

Application for professional leave shall be filed with the appropriate Dean not later than March 1 or October 1 preceding the semester for which the leave is requested to begin. Approval or denial of the request shall be rendered in writing no later than sixty (60) days after the deadline for such a request.

1. Leaves Without Pay
   a. Types
      1) Graduate Study, Exchange Teaching, Peace Corps, Vista, Teacher Corps
      Leaves of absence without pay may be granted to Association members for a period not to exceed two (2) years for graduate study, exchange teaching, or for service in the Peace Corps, Vista or the Teacher Corps. Applications for such leaves shall be submitted to the appropriate Dean at least one semester prior to the date of the beginning of the anticipated leave and shall indicate the date of anticipated return for service to the College.
      2) Maternity
      Maternity leave shall be granted without pay for a period of not to exceed two (2) full semesters beyond the date on which the leave becomes effective. Upon her request, and with the recommendation by the President, the Board of Trustees may elect to extend such leave for one or more additional semesters.

      As soon as prognancy is definitely determined, a Faculty member shall submit a written request for maternity leave to her Division Chairman or other supervisor.

      Maternity leave will be granted, and effective dates approved by written notice to the Faculty member from the President. Normally, maternity leave for an instructional Faculty member shall be effective at the end of a regularly scheduled instructional session (13-week, 3-week, or other scheduled instructional session), which occurs no later than 30 days after the fifth month of pregnancy. For a Faculty member who has non-teaching assignments, maternity leave will normally begin with the fifth month of pregnancy, but a prior effective date may be established, depending on the health of the Faculty member as determined by her physician.

E. 1. a. 2) Maternity leave, continued

A Faculty member may return from maternity leave at the beginning of any session in which classes are scheduled during the academic year by stating in writing her intent to return. A non-teaching Faculty member may return from maternity leave on or after the earliest date indicated in writing by a licensed physician by stating in writing her intent to return. Such written notice must be accompanied by a written statement from a licensed physician indicating she will be physically capable of resuming her full professional duties.

3) Military Leave

A military leave of absence shall be granted to any Faculty member who shall be inducted or who shall enlist for one (1) enlistment period for military duty in any branch of the Armed Forces of the United States. Military leave shall also be granted for periods of time for the purpose of fulfilling commitments to the National Guard or any reserve component of the United States Armed Forces. In cases where the Faculty member has a choice of time of duty, the Faculty member shall discuss the matter with the Administration and attempt to choose the period that least interrupts his College responsibilities.

b. Benefits

Association members on leave without pay shall retain all rights, benefits and privileges which have been accumulated at the time the leave begins. While on leave, Association members may maintain insurance benefits by arranging with the Business Office to pay the cost of such benefits.

Upon return from leave without pay, any experience gained while on leave shall be evaluated in accordance with the guidelines set forth in Article V-Section A, for purposes of determining any adjustment in salary.

2. Leaves with Pay

a. Sabbatical Leave

An Association member who has completed six (6) consecutive years of service to the College may be granted a sabbatical leave of absence for one (1) year for the purpose of travel or study in pursuit of wider knowledge and greater skills in his position. The Association member shall have the option of being paid full salary for one-half academic year, or one-half salary for a full academic year, provided he signs an agreement to return to the College at the beginning of the next year and to remain for a least one (1) full year or refund the salary while on such leave. No more than 5% Association members may be granted such leave in any one (1) school year. Association members desiring a sabbatical leave must make applications therefore at least three (3) months prior to the close of the preceding academic year. Association members on sabbatical leave will be given all fringe benefits. Method of payment of salary and benefits shall be mutually determined in advance by the instructor and the Administration.

2. Leaves with Pay, continued

b. Personal Leave

Each Association member shall be entitled to leave which shall be used for personal illness, bereavement in the immediate family, and personal business, using procedures to apply for such leave as set forth in the Faculty Handbook. Such leave shall accrue to the benefit of each Association member at the rate of twelve (12) days per year. Any unused leave shall be carried over to succeeding years and will be allowed to accumulate up to 180 days. If employment with the College is terminated any accumulated leave will be cancelled and will not be compensated for in terminal pay.

ARTICLE IV: WORKING CONDITIONS

A. Commitment to Quality Professional Service

This Agreement recognizes that the working conditions for Association members, as well as for others, are affected by the nature and extent to which variables of quality instruction are applied. Therefore, the general aim of this section of the Agreement is (1) to establish the basis for determining working conditions for Association members collectively and individually, and (2) to assure continued growth in quality of instruction at Kalamazoo Valley Community College. The Faculty Association fully supports the Kalamazoo Valley Community College commitment to a comprehensive educational program dedicated to and directed toward providing students with a high quality instructional program. Within that instructional program, it is fully recognized that the environment for learning can be organized and presented in many ways, and also that students learn in many different ways.

1. Commitment to Quality Instruction

While Kalamazoo Valley Community College encourages and attempts to stimulate innovation of imaginative new approaches to instruction, it is incumbent upon the institution and the Faculty to provide safeguards so that the identifiable and controllable variables of quality instruction will not be detrimental to the students' learning process or to the continued well-being of each Faculty member.

The quality of instruction institution-wide as well as for a specific class or identified student is determined and/or affected by many variables including: (1) the purpose (its relationship to the curriculum) and general goals of the course; (2) learning objectives; (3) cognitive and skill content of the course; (4) nature and degree of professional competence of the Faculty member(s); (5) other simultaneous responsibilities of the Faculty member; (6) instructional resources (such as media, laboratory and equipment, classroom, etc.) and instructional support services available; (7) instructional methods and strategies employed; (8) number of students registered; (9) the educational strengths and needs of qualified students registered; (10) means used for measuring student learning performance; (11) each instructor's proficiency in organizing work, carrying out assigned responsibilities, and budgeting his time and energies; (12) the degree to which the instructor is aware of, supports, and contributes to the continued welfare and functioning or operation of the College.

ARTICLE IV: WORKING CONDITIONS, continued
A. 1. continued

This Agreement recognizes that: (1) it is of value to the institution, to all Faculty members, including Association members, and to students to explicitly specify the nature and inter-relationships of these variables to the greatest extent possible; and (2) as a young institution, the appropriate strategy to accomplish such explicit specification is through accumulating results of reasoned experimentation with many alternatives and variations in applying each variable. Therefore, it is expected that other documents such as the Faculty Handbook, course outlines, class schedules, etc. will specify each variable in sufficient detail that the quality of instruction can be maintained and, to the greatest degree possible, continuously improved.

2. Commitment to Quality Counseling

Counselors provide students with professional guidance, advice, information, and assistance as those students seek solutions to personal, academic and career planning questions and concerns. Counselors perform an intermediary role in helping students adjust to expectations of the College and other people, while simultaneously enabling the College to adapt to, accommodate, and effectively serve its students.

Each student who comes to Kalamazoo Valley Community College needs help in identifying, selecting or clarifying his occupational and educational goals and in the selection of an appropriate program or courses. Within Kalamazoo Valley Community College the function ofperforming this service may be assigned to counselors. The quality of professional service is best indicated by the degree to which students are able to shift from relative uncertainty about their educational and occupational goals to a state in which each is reasonably satisfied.

In order to bring students from such uncertainty to relative satisfaction, counselors may be assigned to and perform several professional services. These services include: discussing goals individually with students to provide information and guidance; assisting students to prepare an appropriate vocational and academic plan, and selecting courses for the program chosen; interpreting policies, procedure, test data, and other pertinent data to students, parents, faculty, and other interested people; referring students and/or parents to other college or community services as appropriate; presenting information about the College and its programs to high school staff members, students and parents of prospective students upon request; recording and reporting data and other forms of information about the performance of professional services; administering tests when appropriate; assist students in making effective use of various colleges services, including the admissions office, registrar's office, placement office, instructional faculty and divisions, business office, and student groups; and providing information and guidance as students develop career plans, whether those plans involve immediate employment after attendance at KVCC or transfer to another institution of higher education.

ARTICLE IV: WORKING CONDITIONS, continued

A. 2. continued

Some of the variables which affect the quality of service each counselor can provide are readily apparent. They include: the number of people requesting each service; para-professional assistance available; auxiliary and referral services available; accessibility to sources of information about courses, programs, schedules, policies, tests and test results; each counselor's proficiency in organizing work and budgeting his time and energies; and the degree to which each counselor is aware of, supports, and contributes to the continued welfare and functioning or operation of the College.

3. Commitment to Quality Librarianship

Librarians serve clients who include currently enrolled students and Faculty members by providing professional assistance such as: orientation to use of library resources, help in locating specific information or references, locating sources and obtaining items not in present holdings, and/or acquisition of new holdings.

Fundamentals to the instruction/learning process is accessibility to information by Faculty members and students.

To facilitate this accessibility, librarians are assigned to perform various professional services within Kalamazoo Valley Community College's learning resources center. Typically, each librarian is assigned primary responsibilities for one of these functions: circulation and public services; reference service; cataloging and classification and physical processing; or other areas which may be created. Each librarian is also regularly called upon to perform a variety of services. These services include: administrative activities for specific functions; supervision and in-service training of paraprofessional staff, liaison with instructors, participation in selection of materials, preparation and organization of materials for effective storage and retrieval; assistance to readers, reference service to library users; participation in affairs related to development of the College; and providing professional coverage of the library services as assigned by the Director of Library Services.

Among the identifiable variables which affect the quality of service each librarian can provide are these. They include: number of people requesting each service; auxiliary and referral services available; degree to which the library holdings are related to the courses and programs of this College; index and references sources available; each librarian's proficiency in organizing work, carrying out assignments, and budgeting his time and energies; and the degree to which each librarian is aware of, supports, and contributes to the continued welfare and functioning or operation of the College.

ARTICLE IV: WORKING CONDITIONS, continued

B. Methods and Strategies of Instruction

It is recognized that with the apparent pressures of serving an increasingly greater number of students and with the exciting challenge of the fast-moving developments in multi-media approaches to instructional support, and with continuing research relative to teaching methodology and learning theory, it is vital that the College and the Faculty maintain an attitude and openmindedness which will support innovation and change, but which will also insure that neither students, Faculty, nor the institution will be exploited.

Within this general framework, it has been established that all class size determinations shall be based upon due consideration to such variables of quality instruction as: course content and goals, method of instruction to be used, room size, and student stations, and methods of evaluating student learning.

For each scheduled class, the method and strategy of instruction will determine the work load for Faculty members. The work load for instructors is designated in assignment units. One assignment unit is presumed to be equivalent to one hour of professional activity by a Faculty member. Teaching activities represented by assignment units are: preparation, class contact, evaluation of student performance, and consultation with students. A Faculty member's full work load for a semester is determined by totaling the assignment units appropriate to his teaching activities.

C. Instructional Strategies and Assignment Units

Using typical combinations of teaching activities and variables of quality instruction, several instructional strategies are identified in APPENDIX A. Those strategies include: discussion, lecture, composition, seminar, standard laboratory, open laboratory, independent study, special assignment, and field work/work experience supervision. For each strategy, appropriate assignment units are determined to represent a portion of each Faculty member's teaching load.

It is mutually agreed by the Board and the Association that within the limitations and terms of this Agreement, APPENDIX A may be modified by written agreement between the President of the College and the President of the Association.

ARTICLE IV: WORKING CONDITIONS, continued

D. Work Load

1. Work Load for Full-Time Instructors

The work load for each full-time instructor each semester shall be 600 A.U.'s and other duties and responsibilities identified in the Faculty Handbook. Any teaching assignments which result in 610 or more A.U.'s will receive extra compensation for "overload" for each multiple of 10 A.U.'s in excess of 600. The overload compensation is set forth in Article V. If the total assignment units for assigned teaching is less than 600 during a given semester, a special assignment for which the Faculty member is qualified may be made by the supervisor providing sufficient preparation time is allowed. Performance on such special assignment may be considered subject to professional evaluation only if specified by mutual agreement in advance.

Since Assignment Units represent instruction and/or instruction-support assignments, other professional responsibilities are expected to be identified, assigned and fulfilled on a less formal basis. Each instructional Association member will also fulfill other professional responsibilities throughout the academic year which contributes to the continued welfare and growth of the College and his instructional division. These professional activities shall be aimed at such purposes as: preparing for future instructional assignments; completing special arrangements from previous instructional assignments; enhancing professional competency; and contributing to the continued welfare and growth of the College and instructional division.

2. Work Load for Full-Time Librarians and Counselors

Counselors and Librarians are expected to perform as professionals in their assigned duties an average of 40 hours per week exclusive of holidays observed by the College, for a total of 185 days as scheduled in the period from September 1 to June 30 each year. Implicit in this work week is the understanding that Counselors and Librarians may be elected to College committees or other working groups and it is understood that appropriate time will be allowed to perform such duties. It is also implicit that the appropriate director will often make specific collateral assignments, such as coordinating student activities or supervising a function such as circulation; in such cases, appropriate time is allowed from the normally assigned duties to perform such activities.

If any Librarian or Counselor is assigned to teach a course, his normal work schedule will be adjusted or he will receive overload pay as designated by his supervisor. In either case, the "Assignment Units" appropriate to such assignment will be used as the basis for determining schedule adjustment or overload pay.

3. Special Assignments

An Association member who is assigned to perform collateral duties shall receive appropriate assignment units as defined in Appendix A-8. The amount of such assignment units will take into consideration the

D. Work Load, continued

3. continued

required duties and time involved and will be reviewed either by semester or by year, as appropriate. An Association member who does not accept a non-teaching assignment or who does not reach a satisfactory agreement concerning the amount of assignment units for any given duties, shall not have this action considered as a negative factor in personnel evaluation. Association members with collateral duties shall not be assigned conflicting schedules.

Coaching assignments for varsity athletic teams shall be made annually by the President or his designee upon the recommendation of the Director of Athletics, with such assignment being made as a part of base contract responsibilities without extra stipend but with appropriate assignment units. The special assignment units shall be determined according to the "special assignment" category and must be approved by the President or his designee. The Director of Athletics will establish the special assignment units in consultation with coaches and after careful study of the time involved in the coaching assignment and other relevant items.

Prior to the beginning of each semester, the Division Chairman shall consult with each director of a curriculum concerning the duties and areas of responsibility for the coming semester and the appropriate amount of assignment units to be granted. The agreed upon duties and responsibilities and the amount of assignment units shall be determined according to the "special assignment" category and must be approved by the Dean of Instruction.

E. Academic Year

The academic year shall begin September 1 and end the succeeding June 30. Association members shall perform duly assigned professional duties and responsibilities identified in the Faculty Handbook under terms of an individual contract for 185 scheduled working days during the academic year. Two semesters of 17 weeks each, including final examinations, will be conducted as scheduled. Association members will participate in all formally scheduled activities for Faculty members and make preparations for assigned future activities during those non-holiday weekdays when classes are not scheduled up to the total of 185 work days.

F. Academic Week

Class times are determined by student need. Normally, classes are offered during the hours from 8:00 a.m. to 10:30 p.m. Except by mutual agreement, any Association member who has a scheduled assignment after 7:00 p.m. on three or more days will have his normally scheduled instructional assignment, excluding overload assignments, on not more than four days during that normal 13-week session. An Association member who has a week-end assignment will have at least two consecutive days during each week without a scheduled assignment.

G. Academic Day

1. Consecutive Hours

Association members shall have instructional assignments of not more than two consecutive discussion, lecture, composition, or seminar periods or more than four and one-half consecutive hours of class instruction, excluding CAP, except by mutual agreement. Except by mutual agreement in writing, the length of the working day from the beginning of the first scheduled assignment to the end of the last scheduled assignment shall be limited to ten (10) hours except where a continuous period of at least four hours intervenes. In such case, the number of assigned class periods scheduled for a given day shall not exceed three.

2. Course Preparations

Association members with instructional assignments shall not be assigned more than three (3) different course preparations as indicated by different course numbers meeting at different times during the semester, except by mutual written agreement. More than three preparations per semester excluding overload assignments shall be compensated at the rate of 40 assignment units for each separate preparation exceeding three. CAP assignments requiring a preparation new to an Association member should be made only with the consent of the Faculty member.

Except in his first semester at Kalamazoo Valley Community College, or by mutual agreement, an Association member shall receive at least one month prior notification if he is assigned to teach a course which he has not previously taught at Kalamazoo Valley Community College.

3. Consultation (Office) Hours

Association members with teaching assignments shall maintain the total number of hours for consultation with students indicated by the total number of assignment units for consultation during the semester for each assigned class. At least one-half of the total number of consultation hours shall be regularly scheduled office hours. For Association members with non-teaching assignments, the quality of service to clients and number of clients to be served will determine the schedule of client appointments and delivery of professional service during scheduled work hours.

ARTICLE V: PROFESSIONAL COMPENSATION

A. Salary

1. Initial Salary Placement

a. The following guidelines shall be used to evaluate the background and experience of each newly hired Association member to determine initial placement on the salary schedule:

EDUCATION	COLUMN
Bachelor's Degree in Teaching Field	I
Master's Degree in Teaching Field	II
- plus 15 Graduate Hours in Field	III
- plus 30 Graduate Hours in Field	IV
- plus 45 Graduate Hours in Field	V
- plus 60 Graduate Hours in Field	VI

The initial step placement will be determined in accordance with the following factors and step values, with the total allowance rounded to the nearest half step.

EXPERIENCE	STEPS
College teaching in subject area per year	1
High school teaching per year	2/3
Full-time work experience related to teaching per year	2/3
Military experience related to teaching per year	1/2

RELATED TO TEACHING AREA

Technical Schools Military Schools Proprietary Schools Company Training Schools	Weeks of Inst./36 = years Years/4 = 1 step

LICENSE OR PROFESSIONAL, i.e.	STEPS
Certified Public Accountant	1
Journeyman's Card	1
Master's Card	1
Professional Engineer	1

Professional Development not elsewhere evaluated; outstanding community service; and recognition of general availability of qualified personnel. 3 STEPS MAXIMUM

ARTICLE V, continued

A. Salary, continued

1. Initial Salary Placement, continued

b. The initial salary shall be determined and shall be stated, along with the salary schedule column and step allowance, in a letter of appointment. It is specifically understood, and agreed that initial salary agreement shall be firm and fixed and shall not be subject to further discussion or adjustment.

2. 1971-72 Salary Adjustment for Returning Association Member

Each Association member shall have the adjusted 1970-71 base salary increased 5.2% on the adjusted base for cost of living, and 4.8% on the adjusted base for experience and service. Each Association member shall then be assigned the appropriate column on the 1971-72 salary schedule at the half-step closest to the salary computed above to arrive at a specific 1971-72 base salary.

Association members shall be entitled to consultation with the President concerning salary schedule column placement.

In the event the foregoing manner of 1971-72 base salary computations result in base salaries for specific Association members which exceed the maximum salary for the column to which assigned on the salary schedule, the maximum salary in the column shall prevail for Columns IV, V and VI. For Columns I, II and III, the 1971-72 base salaries as computed may exceed the column maximum but shall not exceed $15,801.

ARTICLE V, continued

A. Salary, continued

3. 1971-72 SALARY SCHEDULE

STEP	INDEX	I LESS THAN MASTERS	II MASTERS DEGREE or EQUIV.	III MA + 15 sh or EQUIV.	IV MA + 30 sh or EQUIV.	V MA + 45 sh or EQUIV.	VI MA + 60 sh or EQUIV.
-3	.850	7,378.00					
-2½	.875	7,595.00					
-2	.900	7,812.00					
-1½	.925	8,029.00					
-1	.950	8,246.00					
-½	.975	8,463.00					
0	1.000	8,680.00	9,100.00	9,520.00	9,940.00	10,360.00	10,780.00
½	1.025	8,897.00	9,327.50	9,758.00	10,188.50	10,619.00	11,049.50
1	1.050	9,114.00	9,555.00	9,996.00	10,437.00	10,878.00	11,319.00
1½	1.075	9,331.00	9,782.50	10,234.00	10,685.50	11,137.00	11,588.50
2	1.100	9,548.00	10,010.00	10,472.00	10,934.00	11,396.00	11,858.00
2½	1.125	9,765.00	10,237.50	10,710.00	11,182.50	11,655.00	12,127.50
3	1.150	9,982.00	10,465.00	10,948.00	11,431.00	11,914.00	12,397.00
3½	1.175	10,199.00	10,692.50	11,186.00	11,679.50	12,173.00	12,666.50
4	1.200	10,416.00	10,920.00	11,424.00	11,928.00	12,432.00	12,936.00
4½	1.225	10,633.00	11,147.50	11,662.00	12,176.50	12,691.00	13,205.50
5	1.250	10,850.00	11,375.00	11,900.00	12,425.00	12,950.00	13,475.00
5½	1.275	11,067.00	11,602.50	12,138.00	12,673.50	13,209.00	13,744.50
6	1.300	11,284.00	11,830.00	12,376.00	12,922.00	13,468.00	14,014.00
6½	1.325	11,501.00	12,057.50	12,614.00	13,170.50	13,727.00	14,283.50
7	1.350	11,718.00	12,285.00	12,852.00	13,419.00	13,986.00	14,553.00
7½	1.375	11,935.00	12,512.50	13,090.00	13,667.50	14,245.00	14,822.50
8	1.400	12,152.00	12,740.00	13,328.00	13,916.00	14,504.00	15,092.00
8½	1.425	12,369.00	12,967.50	13,566.00	14,164.50	14,763.00	15,361.50
9	1.450	12,586.00	13,195.00	13,804.00	14,413.00	15,022.00	15,631.00
9½	1.475	12,803.00	13,422.50	14,042.00	14,661.50	15,281.00	15,900.50
10	1.500	13,020.00	13,650.00	14,280.00	14,910.00	15,540.00	16,170.00
10½	1.525	13,237.00	13,877.50	14,518.00	15,158.50	15,799.00	16,439.50
11	1.550	13,454.00	14,105.00	14,756.00	15,407.00	16,058.00	16,709.00
11½	1.575	13,671.00	14,332.50	14,994.00	15,655.50	16,317.00	16,978.50
12	1.600	13,888.00	14,560.00	15,232.00	15,904.00	16,576.00	17,248.00
12½	1.625	14,105.00	14,787.50	15,470.00	16,152.50	16,835.00	17,517.50
13	1.650	14,322.00	15,015.00	15,708.00	16,401.00	17,094.00	17,787.00

ARTICLE V, continued

A. Salary, continued

4. Column Advancement on Salary Schedule

Association members shall be encouraged to develop professionally by graduate study, by completion of approved projects, or by work experience that results in better qualifications for service to the College.

After becoming a Faculty member at Kalamazoo Valley Community College, an Association member may advance to Column IV upon completion of the appropriate number of hours of graduate study in his teaching field or in higher education, or by completion of an approved Professional Development Plan. Advancement to Column V and Column VI can be accomplished only by completion of approved Professional Development Plans which may include graduate study in his teaching area, in a cognate area, or in higher education, undergraduate courses in a cognate area, work experience, projects, research, or other experiences that enhance a Faculty member's professional qualifications and value to the College. A Professional Development Plan will be developed according to guidelines set forth in the Faculty Handbook.

B. Other Economic Provisions

1. Insurance Benefits

Association members shall be entitled to participate in the personal insurance program provided by the College. The College shall pay into an insurance account an amount equal to an average rate of $455.00 per full-time College staff member during the fiscal year beginning September 1, 1971. The total amount so accrued shall be used first to defray any deficit existing in the account at August 31, 1971, and second to purchase life, health and accident, disability, and medical insurance for College employees. The insurance program shall be cooperatively developed by Association representatives and the Dean of Administration.

The College shall provide and pay for professional liability insurance for each employee to an individual minimum of not less than $500,000.

2. Fund for Innovation and College Development

The College encourages Faculty members to study innovative approaches to instruction, programs and services and to conduct special projects of value to the development of the College. To provide grants to support such studies and projects, the College will establish a Fund for Innovation and College Development in the amount of $12,000. Grants from this Fund shall be awarded to Faculty members to support worthy proposals which are submitted within guidelines and procedures developed by the College Congress, recommended by the President, approved by the Board of Trustees, and placed in the Faculty Handbook.

ARTICLE V, continued

C. Extra Contractual Compensation

Compensation for extra teaching assignments shall be paid according to the following schedule:

Base Salary Range	Compensation for each 10 assignment units above 600
Up to 9,000	$ 52
9,001 - 10,500	62
10,501 - 12,000	72
12,001 - 13,500	82
13,501 - 15,500	92
15,501 -	102

1. Assignment Units above 600

In cases where an Association member has a work load above 600 assignment units per semester, he shall be compensated according to the above schedule.

2. Summer Employment

a. Instructors
Assignment units for summer courses shall be determined on the same basis as during the academic year. Such assignment units will be used as the basis for calculating compensation for summer teaching according to the above schedule for extra contractual compensation as indicated by the previous year's base salary.

b. Counselors and Librarians
The terms, including dates of a summer appointment for counselors and librarians shall be approved in writing in advance by the appropriate Dean and the Association member. The total compensation shall be determined by the following formula:

$$\frac{\text{Previous year's salary}}{185} \times \text{days in summer contract} = \text{summer salary}$$

3. Extra Preparations

Association members shall be compensated at the rate of 40 assignment units for each separate preparation exceeding 3 per semester, excluding overload.

D. Continuity of Operation

In case the College is closed during the College year by order of the Board of Trustees, or their designated representative, or by order of duly constituted authorities, the Association members shall receive their regular payments for the contracted year during the time the College is closed, excepting when the College is closed due to failure of Faculty to report for and perform contracted duties.

E. Substitute Teaching

In the event an Association member who is qualified to substitute and to fulfill the instructional obligation of a colleague during his absence, is asked by administration to do so for more than two regular instructional periods during a semester, he shall be compensated at a rate of $10.00 per contract hour.

ARTICLE VI: GRIEVANCE PROCEDURE

A. Initiation of a Grievance

1. The purpose of a grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances. A "grievance" is a claim by one or more Association members, the Association, or the administration of improper application or interpretation of this Agreement or of items in the Faculty Handbook pertaining to salaries, hours, conditions of employment, or working conditions. It is expressly understood that a claim based upon an event or condition which does not affect the welfare or conditions of employment of a member of the Association shall not constitute a grievance. The procedure set forth here does not prohibit the aggrieved person from adjusting his grievance informally and without recourse to the stated procedure.

2. The policy for presenting grievances shall be consistent with Section Eleven of Public Acts 336, 1947, as amended.

3. The "Aggrieved person" is the person or persons initiating the grievance. The term "days" shall mean calendar days.

4. In the event the administration believes that there has been a breach of this Agreement by the Association or a member of the Association, the President or his designee shall have the right to present the matter to the KVCCFA Executive Cabinet in writing. A meeting shall be held within fifteen (15) days. If the matter is not resolved at that meeting, the grievance procedure shall be continued starting at Step 3.

B. General Provisions

1. An Association member on his own behalf, or a group of Association members on their own behalf, may pursue an alleged grievance only through Step 2. This does not preclude the right to additional recourse to whatever procedures are available to citizens under the law. Alleged grievances initiated by the Association shall start at Step 1 and may go through Step 5.

2. All discussions shall be kept confidential among the aggrieved party, the Association representative(s), and the Administration in the absence of the consent of the aggrieved.

3. Statement of Basic Principles. The failure of an Administrator at any level to communicate his decision to the aggrieved party within the prescribed time limits set forth in the Grievance Procedure shall constitute admission by the Administration that the aggrieved party correctly interpreted the terms of this Agreement and the Administration shall accept the interpretation of the aggrieved party as correct, and thereby adjust the grievance to the satisfaction of the aggrieved party and in accordance with the terms of this Agreement.

4. The failure of the Association member or the Association to appeal a decision to the next higher step within the time limits prescribed in the Grievance Procedure shall constitute a withdrawal and shall bar further action on that grievance.

ARTICLE VI, continued

B. continued

5. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits, however, may be extended by mutual consent, or either party may except the days of the Christmas and the Spring recesses.

6. All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

7. The aggrieved person shall at all levels of the procedure have the right to counsel at his own expense.

8. When the grievance originates at an Administrative level, the Association member or the Association shall initiate the Grievance Procedure at that stage.

9. Hearings and conferences held under this Procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings and conferences are during school hours, all employees whose presence is required shall be excused, for that purpose, with no reduction in pay.

10. If any Association member for whom a grievance is sustained shall be found to have been unjustly discharged or unjustly denied renewal of his contract, he shall be reinstated with full reimbursement of all professional compensation lost. If any Association member shall have found to have been improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him.

11. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

C. Procedure

In the interest of maintaining harmonious relations, an alleged grievance shall first be discussed with the appropriate Dean and/or Division Chairman or Supervisor, with the object of resolving the matter informally:

1. By the Association member in person on his own behalf;

2. By the Association member accompanied by an Association representative;

3. Through the Association representative if the Association member so requests; or

4. By the Association.

Step 1.
In the event any alleged grievance is not satisfactorily adjusted in the preliminary stage, it shall be forwarded in writing on the form set forth in Appendix B to the appropriate Dean within thirty (30) days after the aggrieved party discovers the action on which the grievance is based.

ARTICLE VI, continued

C. continued

Step 1, continued

If the grievance is not filed within this time, it will be considered as waived. The Dean shall return copies of the grievance to the Association member and the Association with his decision in writing within fifteen (15) days of the receipt of the grievance.

Step 2.

In the event that a grievance concerning an Association member is not satisfactorily resolved, it shall be referred to the President with the Dean's written decision and with the aggrieved person's written statement of why the Dean's decision was not satisfactory, within ten (10) days of receipt of the Dean's decision.

Within fifteen (15) days after delivery of the grievance, the President shall give the aggrieved party an opportunity to be heard. The President shall render his decision in writing, together with the supporting reasons, within twenty (20) days after the delivering of the grievance.

Step 3.

If the Association is dissatisfied with the decision of the President, the matter may be referred to the Board of Trustees of Kalamazoo Valley Community College within ten (10) days after receiving the written decision by submitting a copy of the grievance and a written statement of why the President's decision was not satisfactory, to the Secretary of the Board. Within fifteen (15) days of the receipt of the grievance, the Board shall meet to consider it, at which time the Association shall have the right to be heard. The decision of the Board shall be communicated in writing to the Association within fifteen (15) days of the meeting.

Step 4.

If the Association is dissatisfied with the decision of the Board, mediation by the State Labor Mediation Board may be requested. If mediation is desired, the Association will deliver written notice of the desire to the Secretary of the Board within ten (10) days after receipt of the decision of the Board.

Step 5.

If the Association or the Board is dissatisfied with the decision of the State Labor Mediation Board, the dissatisfied party may refer the matter to arbitration by delivering written notice of this desire to the other party within ten (10) days after receipt of the decision of the State Labor Mediation Board. The arbitrator shall be the American Arbitration Association. The decision of the American Arbitration Association shall be final and binding on both parties provided that the arbitrator shall confine his opinion to the sole question of whether or not (1) there has been a violation, misinterpretation, or misapplication of any provision of this Agreement or of items in the Faculty Handbook pertaining to salaries, hours, conditions of employment, or working conditions. The arbitrator shall give no opinion with respect to any matter left to the discretion of the Board or Administration by this Agreement, by the Faculty Handbook, or by law. The result of the decision shall be implemented within fifteen (15) days of receipt of the decision. The Board and the aggrieved party will each pay one-half of the cost of arbitration.

ARTICLE VII: OTHER PROVISIONS

A. The Agreement and the Law

If any provision or application of this Agreement to any Association member shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Duplication of Agreement

Copies of this Agreement shall be duplicated at the expense of the College and presented to all instructional Faculty now employed or hereafter employed, and shall be made available for the perusal of prospective instructional Faculty.

C. Effective Dates

This Agreement shall be effective as of September 1, 1971 and shall continue in effect until August 31, 1973. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

D. Reopening

Article V shall be discussed by representatives of Kalamazoo Valley Community College Board of Trustees and the Kalamazoo Valley Community College Faculty Association, starting March 1, 1972, or earlier by mutual agreement. It is the intent that all other items in this Agreement shall remain in effect for the duration of the Agreement, unless it is mutually agreed that modification of other items shall be in the best interests of the College. An Agreement to be effective September 1, 1973, shall be discussed by Board and Association representatives starting March 1, 1973 or earlier by mutual agreement.

E. Staff Reduction

1. Whenever it is necessary to decrease the size of the instructional staff because of insufficient funds, decrease of student population, elimination or modification of programs, reorganization of programs or services, or realignment of duties, the Board, upon recommendation of the President, may cause the necessary number of Faculty members beginning with those serving term appointments, to be placed on leave of absence, without pay or benefits, but only in inverse order of their appointments within disciplines.
   a. When circumstances shall be appropriate, each Association member placed on leave of absence as aforementioned shall be reinstated in inverse order of his placement on leave of absence.
   b. Such reemployment shall not result in loss of status or credit for previous years of service.
   c. New appointments shall not be made while there are Association members who have been on leave of absence for less than two years and who are qualified to fill the vacancies unless such Association member shall fail to advise the President within fifteen (15) days from date of notification by the President for positions available. Such notification from the President shall be by mail and shall be sent to the official address of the Association member as filed with the KVCC Business Office.

ARTICLE VII: OTHER PROVISIONS

E. continued

2. Summer school is excluded from the foregoing procedure for staff reduction.

F. Individual Contracts

Any individual contract between the Board and an Association member heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

G. Rights to Specially Developed Instructional Materials

The College and the Association mutually recognize the need to develop a fair and equitable policy concerning the ownership and rights relative to instructional materials which may be developed by members of the Kalamazoo Valley Community College Faculty. It is the intent of all concerned that such a policy shall be developed by February 1, 1972 with representative participation of those involved and that such policy shall become a part of the Faculty Handbook when adopted by the Board of Trustees.

KALAMAZOO VALLEY COMMUNITY COLLEGE

Board of Trustees	Association
By Robert J. Wollam	By Frank Southwell
Robert J. Wollam, Chairman	Frank Southwell, President
By Anna Whitten	By Shirley Smith
Anna Whitten, Secretary	Shirley Smith, Acting Secretary

Date of Signing July 28, 1971

APPENDIX A

INSTRUCTIONAL STRATEGIES AND ASSIGNMENT UNITS

Article IV of this Agreement between the Kalamazoo Valley Community College Board of Trustees and the Kalamazoo Valley Community College Faculty Association indicates that "the work load for Faculty members is designated in assignment units." This appendix presents the bases for and procedures by which assignment units are applied in implementing that section of the Agreement.

Methods and Strategies of Instruction

It is recognized that, with the apparent pressures of serving an increasingly greater number of students and with the exciting challenge of the fast-moving developments in multi-media approaches to instructional support, and with continuing research relative to teaching methodology and learning theory, it is vital that the College and the Faculty maintain an attitude and openmindedness which will support innovation and change, but which will also insure that neither students, Faculty members nor the institution will be exploited.

Within this general framework, it has been established that all class size determinations shall be based upon due consideration to such variables of quality instruction as: course content and goals, method of instruction to be used, room size, and student stations, and methods of evaluating student learning.

For each scheduled class, the method and strategy of instruction will determine the work load for instructors. The work load for instructors is designated in assignment units. One assignment unit is presumed to be equivalent to one hour of professional activity by an instructor. Teaching activities represented by assignment units are: preparation, class contact, evaluation of student performance, and consultation with students. An instructor's full work load for a semester is determined by totaling the assignment units appropriate to his teaching activities.

Identifying Instructional Strategies

For each standard course (excluding special projects and independent study courses) identified in the 1971-72 catalog, the credit-hour value, weekly "classroom hours," and weekly "laboratory hours" are designated.

The weekly "classroom hours" portion of each class section is considered to be normally conducted according to the instructional strategy "discussion" as defined in this Agreement. The weekly "laboratory hours" portion of each class section is considered to be normally conducted according to the instructional strategy "standard laboratory" as defined in this Agreement.

Exceptions to these normal strategies are recognized by this Agreement. The following courses will normally be conducted according to the instructional strategy "composition:" ENG 099; ENG 101; ENG 102; ENG 108; ENG 109; ENG 212; ENG 220; and ENG 227. The following courses will use the instructional strategy "special assignment" for the laboratory hours portion of each class section: DHY 110; DHY 120; DHY 210; DHY 220; MOA 202; MRT 201; MRT 202; NRG 101; NRG 102; NRG 103; and NRG 104.

APPENDIX A, continued

An alternate strategy may be proposed in writing for one or more sections of each course in a given semester. Upon approval by the Dean of Instruction, the appropriate assignment units for the alternate strategy in the class section so designated will apply.

Assignment Units

Using typical combinations of teaching activities and variables of quality instruction as a base, instructional strategies are identified below as they relate to working conditions for a Faculty member.

1. Discussion

a. Instructional Strategy

Typical classes are conducted so that the instructor presents some material, e.g. facts, concepts, theories, questions, and/or issues, then he and/or the students discuss these and their implications.

b. Assignment Units per credit hour:

Preparation	11
Class contact	17
Evaluation	6
Consultation	6
TOTAL	40 (Assignment Units Per Semester)

c. Maximum No. of Students

Capacity of room up to Maximum of 40

2. Lecture

a. Instructional Strategy

Information is presented by the instructor orally and by various media to one, a few, or large numbers of students. Feedback from students to the lecturer is usually in the form of responses to written questions and/or such means as the electronic student response system. Lecture sessions with 121 or more will be used (1) only with some instructor assistance such as team teaching, an assigned teacher assistant, and/or other instructional support services laboratory, (2) only in connection with either discussion and/or seminar sessions for each student.

b. Assignment Units per Contact Hour by No. of Students:

	41-80	81-120	121-240	241-360	361-480
Preparation	14	14	14	14	14
Class Contact	17	17	17	17	17
Evaluation	12	18	24	30	36
Consultation	12	18	36	54	72
TOTAL	55	67	91	115	139

c. Maximum No. Students

Variable up to 480

3. Composition

a. Instructional Strategy

Courses which have objectives to develop students' ability to write require unusually large number of writing samples which must be read, marked, and reviewed with students. Discussion is also a part of the in-class activity.

3. b. Assignment Units per Contact Hour

	1 Cr.h.
Preparation	8
Class Contact	17
Evaluation	9
Consultation	6
TOTAL	40

c. Maximum No. of Students - 23

4. Seminar

a. Instructional Strategy — A given class is classified in this category upon approval of a proposal by the Faculty members. Discussion is the typical in-class instructional strategy so to best provide an opportunity for students and instructors to explore questions of mutual interest as they relate to the purpose of the course. Students usually have a considerable responsibility for reading and investigation outside of class, however, preparation for class sessions and evaluation of student performance by the instructor is more informal than for discussion-type classes. Therefore, the number of students is limited.

b. Assignment Units per Contact Hour

Preparation	8
Class Contact	17
Evaluation	3
Consultation	3
TOTAL	31

c. Maximum No. of Students - 20

5. Standard Laboratory

a. Instructional Strategy — Customarily a laboratory session is scheduled in addition to a lecture or discussion session during which the instructor works with the same students together, in small groups, or individually as they complete assignments which usually require application of information obtained through lecture or discussion.

b. Assignment Units per 3 Contact Hours by No. of Students

	1-15	16-30
Preparation	17	25
Class Contact	51	51
Evaluation	7	14
Consultation	--	--
TOTAL	75	90

c. Maximum No. of Students - # Student Stations up to 30.

6. Open Laboratory

a. Instructional Strategy — Student assignments, materials and/or equipment, and instructional technology are designed and selected by the instructor. Reports by students or technicians or other forms of feedback on student performance are provided to the instructor, but he need not necessarily be physically present during the time each student individually performs the assignment.

b. Assignment Units per 3 Contact Hours by No. of Students

	1-15	16-30	31-45	46-60	61-75
Preparation	17	17	17	17	17
Class Contact	--	--	--	--	--
Evaluation	12	12	18	24	30
Consultation	6	12	18	24	30
TOTAL	35	41	53	65	77

c. Maximum No. of Students - Variable

7. Independent Study

a. Instructional Strategy — The student assumes responsibility for determining the aims and methods for his study, and the means and criteria by which course completion will be assessed. The Faculty member serves: (1) as a resource person for the student as he prepares the initial proposal through approval, and (2) to assess the quantity and quality of results of the student's study, and (3) report a grade to be recorded on the student's record.

b. Assignment Units per Student Project

Preparation	@1
Class Contact	--
Evaluation	@1
Consultation	@2
TOTAL	4

c. Maximum No. of Students - Variable

8. Special Assignment

a. Instructional Strategy (including Collateral Duties, Clinical Instruction, or Non-Instructional Projects.) — Such special projects as: developing audio-visual materials for laboratory or lecture courses, special-purpose research, experimental instructional strategies, team teaching approaches, non-credit courses, and unusual variations of class categories are designed, implemented, and evaluated for special purposes on an ad hoc basis.

8. a. continued

Such collateral assignments as to division chairmen, coordinators, directors, coaches, etc. shall be made within the framework of this work index by predicting the **total** number of hours for the semester assignment. The total number of hours will then be the index value for that assignment.

b. The total predicted number of clock hours to be allotted for the project during a given semester divided by 17 equals the average weekly hours. Alternatively, the number of weekly hours allowed times 17 equals the total semester hours.

c. Maximum No. of Students - Variable or none

9. Field Work/Work Experience Supervision

a. Instructional Strategy

The major aim of Field Work/Work Experience Supervision as a class category is to structure this learning experience for each student individually so he will observe and, to some extent, apply the concepts, principles, and skills learned in earlier classes plus acquire a perceptual base on which later courses can build. For some courses, this category may be used in addition to one of the other categories. The role of the instructor includes: (1) matching such experience available to students; (2) preparing the job supervisor to work with the student; (3) monitoring the student's progress toward the expressed aim of his planned experiences; (4) with the supervisor assessing his performance on the job; and (5) reporting a term grade to the registrar.

b. Assignment Units per Student Placement

Preparation	@3
Class Contact	--
Evaluation	@2
Consultation	@3
	@8

c. Maximum No. of Students - Variable

APPENDIX B

GRIEVANCE PROCEDURE FORM

Submitted to: _____

Submitted by: _____

Provision of Agreement or Faculty Handbook Allegedly Violated:

Agreement -

Article _____

Section or Sub-section _____

Page _____

Faculty Handbook -

Article _____

Section or Sub-section _____

Page _____

Date of Alleged Violation _____

Statement of Alleged Violation:

Statement of Relief or Action Expected:

_____
Date

_____
Initiator of Grievance Procedure

Disposition:

_____
Date

_____
Signature of Person Initiating Grievance

_____
Signature of Other Appropriate College Official

APPENDIX B, continued

Step I: Date Filed _____

Submitted To _____

Disposition:

_____ _____

Date Signature of Person Initiating Grievance

_____

Signature of Appropriate Dean

Step II: Date Filed _____

Submitted To _____

Disposition:

_____ _____

Date Signature of Person Initiating Grievance

_____

Signature of College President

Step III: Date Filed _____

Submitted To _____

Disposition:

_____ _____

Date Signature of Person Initiating Grievance

_____

Signature of Secretary of Board of Trustees

APPENDIX B, continued

Step IV: Date Filed _____

Submitted To _____

Disposition:

_____ _____

Date Signature of Person Appealing Grievance

_____

Signature of Appropriate Person

Step V: Date Filed _____

Submitted To _____

Disposition:

_____ _____

Date Signature of Person Appealing Grievance

_____

Signature of Appropriate Person

AMENDED ARTICLE V

DATED 9/12/72

ARTICLE V: PROFESSIONAL COMPENSATION

A. Salary

1. Initial Salary Placement

a. The following guidelines shall be used to evaluate the background and experience of each newly hired Association member to determine initial placement on the salary schedule:

EDUCATION	COLUMN
Bachelor's Degree in Teaching Field	I
Master's Degree in Teaching Field	II
- plus 15 Graduate Hours in Field	III
- plus 30 Graduate Hours in Field	IV
- plus 45 Graduate Hours in Field	V
- plus 60 Graduate Hours in Field	VI

The initial step placement will be determined in accordance with the following factors and step values, with the total allowance rounded to the nearest half step.

EXPERIENCE	STEPS
College teaching in subject area per year	1
High school teaching per year	2/3
Full-time work experience related to teaching per year	2/3
Military experience related to teaching per year	1/2

RELATED TO TEACHING AREA

Technical Schools
Military Schools
Proprietary Schools
Company Training Schools

Weeks of Inst./36 = years
Years/4 = 1 step

LICENSE OR PROFESSIONAL, i.e.	STEPS
Certified Public Accountant	1
Journeyman's Card	1
Master's Card	1
Professional Engineer	1

Professional Development not elsewhere evaluated; outstanding community service; and recognition of general availability of qualified personnel. 3 STEPS MAXIMUM

ARTICLE V, continued

A. Salary, continued

1. Initial Salary Placement, continued

b. The initial column and step shall be determined in accordance with the appropriate salary schedule and shall be set forth in a letter of appointment. As long as the initial salary is in conformity with the provisions of the agreement, and except for mathematical errors, said salary shall be firm and fixed and shall not be subject to further discussion or adjustment beyond the first year of employment.

2. Step and Column Advancement on Salary Schedule

a. Step Advancement

Each Association member shall advance one-half (1/2) step on the salary schedule for each semester, or major portion thereof, that he served under a full-time appointment at Kalamazoo Valley Community College during the previous regular academic year.

b. Column Advancement

After becoming a Faculty member at Kalamazoo Valley Community College, an Association member may advance to Column IV upon completion of the appropriate number of hours of graduate study in his teaching field or in higher education, or a combination thereof, or by completion of an approved Professional Development Plan. Advancement to Column V and Column VI can be accomplished only by completion of approved Professional Development Plans which may include graduate study in his teaching area, in a cognate area, or in higher education, undergraduate courses in a cognate area, work experience, projects, research, or other experiences that enhance a Faculty member's professional qualifications and value to the College. A Professional Development Plan will be developed according to guidelines set forth in the Faculty Handbook.

3. Compensation Study Committee

It is agreed that a committee representing the Association shall work in cooperation with the President of the College and/or his designees to study and compare the present basis of compensation and alternatives to it. It is agreed that such a committee shall complete its study and present its findings for consideration by the Board and by the Association by February 1, 1973.

ARTICLE V, continued

A. Salary, continued

4. 1972-73 SALARY SCHEDULE

STEP	INDEX	I LESS THAN MASTERS	II MASTERS DEGREE or EQUIV.	III MA + 15 sh or EQUIV.	IV MA + 30 sh or EQUIV.	V MA + 45 sh or EQUIV.	VI MA + 60 sh or EQUIV.
0	1.000	8,990.00	9,410.00	9,830.00	10,250.00	10,670.00	11,090.00
½	1.025	9,214.75	9,645.25	10,075.75	10,506.25	10,936.75	11,367.25
1	1.050	9,439.50	9,880.50	10,321.50	10,762.50	11,203.50	11,644.50
1½	1.075	9,664.25	10,115.75	10,567.25	11,018.75	11,470.25	11,921.75
2	1.100	9,889.00	10,351.00	10,813.00	11,275.00	11,737.00	12,199.00
2½	1.125	10,113.75	10,586.25	11,058.75	11,531.25	12,003.75	12,476.25
3	1.150	10,338.50	10,821.50	11,304.50	11,787.50	12,270.50	12,753.50
3½	1.175	10,563.25	11,056.75	11,550.25	12,043.75	12,537.25	13,030.75
4	1.200	10,788.00	11,292.00	11,796.00	12,300.00	12,804.00	13,308.00
4½	1.225	11,012.75	11,527.25	12,041.75	12,556.25	13,070.75	13,585.25
5	1.250	11,237.50	11,762.50	12,287.50	12,812.50	13,337.50	13,862.50
5½	1.275	11,462.25	11,997.75	12,533.25	13,068.75	13,604.25	14,139.75
6	1.300	11,687.00	12,233.00	12,779.00	13,325.00	13,871.00	14,417.00
6½	1.325	11,911.75	12,468.25	13,024.75	13,581.25	14,137.75	14,694.25
7	1.350	12,136.50	12,703.50	13,270.50	13,837.50	14,404.50	14,971.50
7½	1.375	12,361.25	12,938.75	13,516.25	14,093.75	14,671.25	15,248.75
8	1.400	12,586.00	13,174.00	13,762.00	14,350.00	14,938.00	15,526.00
8½	1.425	12,810.75	13,409.25	14,007.75	14,606.25	15,204.75	15,803.25
9	1.450	13,035.50	13,644.50	14,253.50	14,862.50	15,471.50	16,080.50
9½	1.475	13,260.25	13,879.75	14,499.25	15,118.75	15,738.25	16,357.75
10	1.500	13,485.00	14,115.00	14,745.00	15,375.00	16,005.00	16,635.00
10½	1.525	13,709.75	14,350.25	14,990.75	15,631.25	16,271.75	16,912.25
11	1.550	13,934.50	14,585.50	15,236.50	15,887.50	16,538.50	17,189.50
11½	1.575	14,159.25	14,820.75	15,482.25	16,143.75	16,805.25	17,466.75
12	1.600	14,384.00	15,056.00	15,728.00	16,400.00	17,072.00	17,744.00
12½	1.625	14,608.75	15,291.25	15,973.75	16,656.25	17,338.75	18,021.25
13	1.650	14,833.50	15,526.50	16,219.50	16,912.50	17,605.50	18,298.50

ARTICLE V, continued

B. Other Economic Provisions

1. Insurance Benefits

Association members shall be entitled to participate in the personal insurance program provided by the College. The College shall pay into an insurance account an amount equal to an average rate of $455.00 per full-time College staff member during the fiscal year beginning September 1, 1972. The total amount so accrued shall be used first to defray any deficit existing in the account at August 31, 1972, and second to purchase life, health and accident, disability, and medical insurance for College employees. The insurance program shall be cooperatively developed by Association negotiators and/or their designees and the dean of Administration and/or any other person or persons designated by him, who shall have authority to release information.

The College shall provide and pay for professional liability insurance for each employee to an individual minimum of not less than $500,000.

2. Tuition Remittance

a. Full-time Association members may register for classes at KVCC so long as there is no conflict with their own assignment upon full payment of tuition, with such tuition to be fully remitted upon successful completion of the course.

b. Dependents of full-time Association members shall pay full tuition for any classes at KVCC for which they register, with one-half (1/2) of the amount of the tuition being remitted upon successful completion of the course.

c. Up to five students in above categories "a" or "b", or a combination thereof, may be enrolled in any section and not be counted in section size for determination of assignment units. Such students in excess of five registered in a section will be counted in section size for determination of assignment units.

C. Extra Contractual Compensation

1. Assignment Units above 600 Per Semester

In cases where an Association member has a workload in excess of 600 assignment units per semester, he shall be compensated at the rate of $75.00 for each ten (10) such excess assignment units.

Such excess contractual compensation will be paid in accordance with a schedule released by the Business Office, and will reflect payment for individual Association members on the basis of and at the time of actual performance of duty or provision of service relative to the authorized excess contractual service.

ARTICLE V, continued

C. Extra Contractual Compensation, continued

2. Summer Employment

a. Instructional Faculty

Compensation for summer teaching assignments shall be paid according to the following schedule:

Base Salary Range	Compensation for each 10 assignment units above 600
Up to 9,000	$ 52
9,001 - 10,500	62
10,501 - 12,000	72
12,001 - 13,500	82
13,501 - 15,500	92
15,501 -	102

Assignment units for summer courses shall be determined on the same basis as during the academic year. Such assignment units will be used as the basis for calculating compensation for summer teaching according to the above schedule for extra contractual compensation as indicated by the previous year's base salary.

b. Program Counselors and Librarians

The terms, including dates of a summer appointment for counselors and librarians shall be approved in writing by May 15 in advance by the appropriate Dean and the Association member. The total compensation shall be determined by the following formula:

$$\frac{\text{Previous year's salary}}{185} \times \text{days in summer contract} = \text{summer salary}$$

c. Assignments in categories "a" or "b" above will be paid in accordance with a schedule released by the Business Office, and will reflect payment for individual Association members on the basis of and at the time of actual performance of duty or provision of service relative to the authorized excess contractual service.

3. Extra Preparations

Association members shall be compensated at the rate of 40 assignment units for each separate preparation exceeding 3 per semester, excluding overload.

D. Continuity of Operation

In case the College is closed during the College year by order of the Board of Trustees, or their designated representative, or by order of duly constituted authorities, the Association members shall receive their regular payments for the contracted year during the time the College is closed, excepting when the College is closed due to failure of Faculty to report for and perform contracted duties.

ARTICLE V, continued

E. Substitute Teaching

In the event an Association member who is qualified to substitute and to fulfill the instructional obligation of a colleague during his absence, is asked by administration to do so for more than two regular instructional periods or more than five (5) clock hours during a semester, he shall be compensated at a rate of $10.00 per contact hour.

The foregoing revised pages 15-19 and new page 19a are hereby ratified as total replacement for like pages 15-19 in the 1971-73 Agreement between the Kalamazoo Valley Board of Trustees and the Kalamazoo Valley Community College Faculty Association and shall have effect retroactive to September 1, 1972. It is further understood and agreed that throughout the 1971-73 Agreement the use of the term Association refers to members of the bargaining unit and not exclusively to members of the Kalamazoo Valley Community College Faculty Association.

KALAMAZOO VALLEY COMMUNITY COLLEGE

Board of Trustees

By _____
B. A. Thunman, Chairman

By _____
Anna Whitten, Secretary

Faculty Association

By _____
Nancy Pisarik, President

By _____
Robert Sydnor, Secretary

Date of Signing 9-12-72